DEPARTMENT OF THE AIR FORCE   **CFETP 2T3XX**
Headquarters US Air Force   **Change 1**
Washington DC 20330-1030   **15 June 2004**

CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)
VEHICLE MAINTENANCE
AFSC 2T3XX

This change is effective for: the class entering 1 Mar 04 and graduating 17 Jun 04 for AFSC 2T3X1; the class entering 29 Mar 04 and graduating 28 Jul 04 for AFSC 2T3X2A; the class entering 1 Mar 04 and graduating 14 Jun 04 for AFSC 2T3X2B; the class entering 12 Apr 04 and graduating 2 Aug 04 for AFSC 2T3X2C; the class entering 2 Mar 04 and graduating 28 May 04 for AFSC 2T3X5; and for the class that began 5 Jan 04 and graduated 24 Feb 04 for AFSC 2T3X7, and all subsequent classes in all 2T3XX AFSCs. Compliance with AFI 36-2201 V5, Chapter 3, and other training policies and documentation is required. CFETP 2T3XX, 1 May 2004, is changed as follows:

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1. Write in Change for CFETP Part I

Item	Page	Action
1	14	Para 4.5.3.3. Delete "will" replace with "may"

2. Page Change Inserts for CFETP: Part II (STS)

Item	Page	Action
1	25/26	Remove and replace with pages 25/26 Change 1
2	27/28	Remove and replace with pages 27/28 Change 1
3	57/58	Remove and replace with pages 57/58 Change 1

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL   DONALD J. WETEKAM
              Lieutenant General, USAF
              DCS/Installations and Logistics

STS 2T3X1, 2T3X2A, 2T3X2B, 2T3X2C, 2T3X5, 2T370

Part II

Section A - Specialty Training Standards

1. VEHICLE AND VEHICULAR EQUIPMENT MAINTENANCE APPRENTICE AND JOURNEYMAN; SPECIAL VEHICLE MAINTENANCE APPRENTICE AND JOURNEYMAN; VEHICLE BODY MAINTENANCE APPRENTICE AND JOURNEYMAN, AND VEHICLE MAINTENANCE CRAFTSMAN

1.1. Implementation. This Specialty Training Standard (STS) for technical training provided by the Air Education and Training Command (AETC) applies to class entering 1 Mar 04 and graduating 17 Jun 04 for AFSC 2T3X1, to class entering 29 Mar 04 and graduating 28 Jul 04 for AFSC 2T3X2A, to class entering 1 Mar 04 and graduating 14 Jun 04 for AFSC 2T3X2B, to class entering 12 Apr 04 and graduating 2 Aug 04 for AFSC 2T3X2C, and to class entering 2 Mar 04 and graduating 28 May 04 for AFSC 2T3X5.

1.2. Purpose. As prescribed in AFI 36-2201, this STS:
1.2.1. Lists the mandatory and general tasks, knowledge, and technical references (TR) necessary for airmen to perform duties at the 3-, 5-, and 7-skill level AFSCs 2T3X1/2T3X2/2T3X5 ladders of the Airman Vehicle Maintenance Career Field. These tasks are based on an analysis of the duties and responsibilities contained in AFMAN 36-2108. Completion of non-mandatory tasks (tasks not identified by characters/symbols), but pertinent to, present or future duty assignments will be accomplished as tasks become available for training.
1.2.2. Becomes an Air Force Job Qualification Standard (AFJQS) for OJT when placed in an OJT Record, and used according AFI 36-2201.
1.2.3. Provides On-the-Job (OJT) certification columns in Part 2, Section A to record completion of task and knowledge training requirements.
1.2.4. Shows formal training requirements. The 3 level course column shows the proficiency to be demonstrated on the job by the graduate as a result of training in courses L5AQN2T331 001 (PDS Code 5RI) and L3ABP2T331 001 (PDS Code INP); L5AQN2T332A 000 (PDS Code 5RI), L3ABP2T332A 000 (PDS Code 1I3); L5AQN2T332B 000 (PDS Code 5RI), L3ABP2T332B 000 (PDS Code 1I4); and L5AQN2T332C 000 (PDS Code 5RI), L3ABP2T332C 000 (PDS Code I9Y) as described in the ETCA. When two codes are used in the 3-level course column, the first code is the established requirement for resident training on the task/knowledge. The second code is the level of training in the course due to resource constraints. Items in Core/Wartime Tasks column marked with an "*" are tasks/knowledge that are trained in the resident wartime course.

1.3. Qualitative Requirements. Part 2, Section A contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.
1.3.1. For up-grade training to the 5 or 7-skill level, supervisors will ensure:
1.3.1.1. Trainees are trained to demonstrate ability to complete all tasks using the Go/No-go principle (see paragraph 1.5. below.)
1.3.1.2. All mandatory "core task" elements in the AFSC they are training for (to include any tasks designated by the unit) are identified in column 2 (Core/War time Task) of the STS with the symbols: 5, 7, #, a, b, c, d, or v. The following chart shows the "core task' symbols that are used to indicate the AFSC or AFSCs to which they apply:

> 5 = Required training before upgrade to the 5-level in AFSCs 2T351, 2T352A, 2T352B, 2T352C, and 2T355 covered by this STS
> # = Required training before upgrade to the 5-level in AFSCs 2T351, 2T352A, 2T352B, and 2T352C covered by this STS
> v = Required training before upgrade for personnel in the 2T3X1 AFSC
> a = Required training before upgrade for personnel in the 2T3X2A AFSC
> b = Required training before upgrade for personnel in the 2T3X2B AFSC
> c = Required training before upgrade for personnel in the 2T3X2C AFSC
> d = Required training before upgrade for personnel in the 2T3X5 AFSC
> 7 = Required training before upgrade to the 7-level in AFSCs 2T370 (From 2T351, 2T352A, 2T352B, 2T352C, and 2T355)

1.3.1.3. Trainee successfully completes Career Development Course(s) (CDC) prescribed on page 16, paragraph 6.1.2.
1.3.1.4. Successful completion of 7-level course (7-level trainees only)

1.3.2. For continuation and job qualification training, supervisors will ensure trainees are trained to demonstrate ability to complete task using the Go/No-go principle IAW task references and/or established lesson/training plan.
1.3.2.1. Completed tasks are initialed by the trainee, trainer/certifier (as applicable) in the appropriate column.

1.4. Documentation. Supervisors must conduct an initial evaluation upon the trainee's enrollment into upgrade training. Evaluation sessions will be accomplished and documented on the appropriate documents (i.e. AF Form 623a) and maintained in the trainee's OJT record.
4.1. Identify up-grade training and duty position task requirements by circling the subparagraph number next to the task statement. Use the following procedures to document training using this STS:
1.4.1.1. A trainee is formally entered into training on a task when the supervisor enters a date in the "Trng Start" column of the STS.
1.4.1.2. When training is complete, the date training was completed is entered in the "Trng Complete" column by the supervisor or trainer (whoever conducts the training), who then initials the task item in the "Trainer Initials" column. If task is up-grade "core task", the task certifier will evaluate the trainee, per AFI 36-2201, and initial "Certifier Initials" column after completion of training. NOTE: 100% of "core tasks" must be certified (Part 1, Section C, paragraph 10.)
1.4.1.3. The final step to certification of a task is acknowledgment of training by the trainee. The trainee is required to initial all task items in the "Trainee Initials" column when training is complete. By initialing the task, the trainee is certifying that training was received, and he or she is capable of performing the task.
1.4.2. Because this STS covers more than one AFSC, the supervisor circles the applicable AFSC for each trainee. (The AFSC title this STS applies to are at the top of each page of the STS.)
NOTE: Required up-grade training "core task(s)" identified by local unit, as "not available for training" must be annotated on an AF Form 623a in the member's OJT records. Comments regarding training availability may also be annotated (in pencil) in column 3 of the STS adjacent to the subject task. The 5 or 7-level skill can then be awarded when all other training and certifications are complete.

1.4.3 **CFETP Transcription Procedures.** Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Use the new CFETP to identify current training requirements and transcribe qualifications from previous CFETP. For those tasks previously certified and required in the current position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Place trainee initials in the trainee column and current task certifier *or* supervisor/trainer initials in the trainer column. For previous certification on tasks not required in the current duty position, do not circle the subparagraph number next to the task and carry forward *only* the previous completion date (no initials). If and when these tasks become a duty position requirement, recertify with current date and enter trainees' and certifier's initials. Annotate the AF Form 623a (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superceded CFETP." Signed, dated, supervisor and trainee).

1.4.4. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

1.4.5. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her assigned position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, **On-The-Job Training Record Continuation Sheet,** as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

1.5. **Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

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1.6. Recommendations. Report unsatisfactory performance of individual course graduates to 345 TRS/DORP, 1015 Femoyer Street, Lackland AFB TX 78236-5404. Report inadequacies of this STS through command channels to HQ USAF/ILGP, referencing specific STS paragraphs. A customer service information line has been installed for supervisors' convenience to identify graduates who may have been over or under trained on task/knowledge items listed in this training standard. For a quick response to problems, call the customer service information line, DSN 473-2917, from 0730 - 1630 CST/CDST.

NOTE 1: Users are responsible for updating training references pending revision of this STS.

NOTE 2: Items in Core/Wartime Tasks column marked with an asterisk (*) are the task/knowledge that are trained in resident wartime courses.

NOTE 3: Items in Core/Wartime Tasks column marked with a symbol/character (5, #, 7, a, b, c, d, and v) are mandatory "core" tasks that must be completed before the next skill level can be awarded. Where a "core" task can not be completed because a specific vehicle or piece of equipment is not assigned or available for training, the supervisor enters comments to that effect on the STS and the skill level can still be awarded when all other training requirements are complete.

5 = Required training before upgrade to the 5-level in AFSCs 2T351, 2T352A, 2T352B, 2T352C, and 2T355 covered by this STS
 # = Required training before upgrade to the 5-level in AFSCs 2T351, 2T352A, 2T352B, and 2T352C covered by this STS
v = Required training before upgrade for personnel in the 2T3X1 AFSC
a = Required training before upgrade for personnel in the 2T3X2A AFSC
b = Required training before upgrade for personnel in the 2T3X2B AFSC
c = Required training before upgrade for personnel in the 2T3X2C AFSC
d = Required training before upgrade for personnel in the 2T3X5 AFSC
7 = Required training before upgrade to the 7-level in AFSCs 2T370 (From 2T351, 2T352A, 2T352B, 2T352C, and 2T355)

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This Block is For Identification Purposes Only		
Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name of Trainer/Certifying Official and Written Initials,		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
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3. Vehicle Management and Analysis Apprentice, Journeyman, and Craftsman

3.1. Implementation. This STS will be used for technical training provided by AETC for classes beginning 5 Jan 04 and graduating 24 Feb 04 and subsequent classes.

3.2. Purpose. As prescribed in AFI 36-2201, this STS:

3.2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for noncommissioned officers to perform duties in the 3 and 5-skill levels of the Vehicle Maintenance Control and Analysis ladder of the Vehicle Maintenance Career Field. Column 2, Wartime Tasks are identified by an asterisk ("*"); and Core Tasks are identified by a "5" for 5-level, identify specialty-wide training requirements. Completion of non-mandatory tasks (tasks not identified by a "5"), pertinent to the unit, will be accomplished as tasks become available for training. Task(s) identified by the local unit as not available for training need(s) to be annotated on AF Form 623a in the member's OJT records. These tasks are based on an analysis of the duties and responsibilities contained in AFMAN 36-2108.

3.2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Task certification must show a certification/completion date and include trainee initials.

3.2.3. Shows formal training and correspondence course requirements. Column 4A (the 3 level course column) shows the proficiency to be demonstrated on the job by the graduate as a result of training in course L3ABP2T337 000 (PDS Code 1I5) at Port Hueneme CA described in the ETCA. Items in the Core/Wartime Tasks column marked with an "*" are tasks/knowledge that are trained in the resident wartime course. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

3.2.4. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

3.2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-TheJob Training Record,** and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

3.2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). Task(s) identified by local unit as not available for training need(s) to be annotated on an AF Form 623a in the member's OJT records.

3.2.5.1.1. **CFETP Transcription Procedures.** Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Use the new CFETP to identify current training requirements and transcribe qualifications from previous CFETP. For those tasks previously certified and required in the current position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Place trainee initials in the trainee column and current task certifier *or* supervisor/trainer initials in the trainer column. For previous certification on tasks not required in the current duty position, do not circle the subparagraph number next to the task and carry forward *only* the previous completion date (no initials). If and when these tasks become a duty position requirement, recertify with current date and enter trainees' and certifier's initials. Annotate the AF Form 623a (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP." Signed, dated, supervisor and trainee).

3.2.5.1.2. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

3.2.5.1.3. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous

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certification when using automated system. Appropriate remarks are entered on the AF Form 623a, **On-The-Job Training Record Continuation Sheet,** as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

3.2.5.2. **Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

3.2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 362606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

3.3. Recommendations. Report inadequacies of this STS through command channels to HQ USAF/ILGP, 1030 Air Force Pentagon, Washington, DC 20330-1030; reference specific STS paragraphs.

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